



**Solicitation Information**  
**March 3, 2016**

**RFP# 7550369**

**TITLE: Firearms/Use of Force Simulator System**

**SUBMISSION DEADLINE: March 31, 2016 at 2:30 PM (ET)**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b> <b>[Date &amp; Time] [Location]</b>
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Questions concerning this solicitation must be received by the Division of Purchases at <a href="mailto:gail.walsh@purchasing.ri.gov">gail.walsh@purchasing.ri.gov</a> no later than <b>Monday, March 14, 2016 at 5:00 PM.</b> Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference RFP# <b>7550369</b> on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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<b>SURETY REQUIRED: NO</b>
<b>SURETY REQUIRED: NO</b>

Gail Walsh  
Chief Buyer  
Division of Purchases  
RI Department of Administration

Vendors must register on line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**NOTE TO VENDORS:**

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **RFP #7550369: Firearms/Use of Force Simulator**

### **SECTION 1 -- INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections (“RIDOC”), is soliciting proposals from qualified firms to acquire a firearms/use of force simulator to replace its existing antiquated and malfunctioning system, to include installation, configuration, training, maintenance and technical support, in accordance with the terms of this Request for Proposals (RFP) and the State’s General Conditions of Purchase (available at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

#### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or [Raymond.Lambert@doa.ri.gov](mailto:Raymond.Lambert@doa.ri.gov).
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8670 or [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov), or visit the website at [www.mbe.ri.gov](http://www.mbe.ri.gov).
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the RIDOC, if applicable as determined by the RIDOC, any material weakness findings against the vendor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.
17. The successful offeror may be required to certify to the RIDOC that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances can be found by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at:  
<http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

## **RFP #7550369: Firearms/Use of Force Simulator**

### **SECTION 2 -- BACKGROUND AND PURPOSE**

#### **BACKGROUND:**

The RIDOC is a statewide, unified correctional system which employs approximately 950 correctional officers across seven (7) prison facilities. All officers are required to complete annual in-service training that includes certifications and classes on RIDOC policies, procedures and protocol relating to various topics. Training on use of force is critical to ensure that officers are informed and well-versed on their authority and responsibility regarding the utilization of the various levels within the use of force frame work (continuum). A video-based simulation system is most effective in providing realistic scenarios to enhance officers' understanding, judgment and skills.

#### **SPECIFIC REQUIREMENTS:**

The RIDOC is seeking to contract with one (1) vendor to provide a firearms/use of force simulator system (unit) with all necessary hardware and software, successful configuration of new and converted scenarios, training, technical assistance, future system updates, and a warranty for no less than one (1) year (with options for extended agreements). The vendor must possess extensive knowledge and experience of the technical and functional capabilities of the system. The vendor must demonstrate basic knowledge relative to law enforcement, firearms and use of force. RIDOC is seeking a simulator system with low cost of ownership; portability; the ability to operate in any light conditions; the ability to control environmental factors (e.g. fog machine, wind, etc.) through the system; hardware, ancillary parts, and batteries that are commercially available; a system that can support and track at least 12 users at the same time; and the availability of additional scenarios each year at no additional cost. Please see the "Scope of Work" section of this document for further technical specifications and functional requirements.

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### **SECTION 3 -- SCOPE OF WORK**

#### **REQUIREMENTS:**

**General Scope of Work:** RIDOC is seeking to contract with a vendor to obtain a firearms/use of force simulator system. The project will include the acquisition of such a system, as well as all associated hardware and software, installation and configuration services, training, and technical support. Technical specifications and functional requirements are as follows:

#### **Simulator System shall:**

- include one (1) system/unit, portable with all components able to be contained in secure pelican (storm type) cases for ease of transport
- utilize a computer that is commercially available (off the shelf) with HD video and 2 x ITB RAID drives, providing immediate redundancy of data
- include a Windows 7 Professional or higher operating system
- be a self-calibrating system under any lighting conditions without the use of any hand-held device, hit detection must be pixel accurate
- include no less than a 22" flat panel monitor, keyboard and optical mouse
- have an HD 3D video projector with 16:9 aspect ratio with case
- include an HD projection screen (12' – wide format) with case
- include a 5.1 surround sound speaker system (native to every scenario) with mounts
- "on the fly" 3D audio
- include ceiling mount with no less than 50' cables
- accommodate up to 12 independent devices (12 separate users at one time)
- include recording and playback of user (audio and video)
- include picture-in-picture/scenario playback option with shot placement function
- have ability to import training information from other files (e.g. Word documents, PDFs, PowerPoint, videos and graphics)
- have the ability to magnify shots during playback/debriefing, play back in slow motion, pause, frame forward, and frame back during debriefing
- include over 500 professionally filmed and edited with special effects (explosions, blood splatter etc.) pre-loaded training scenarios (also offer at least 15 (per quarter) new FREE scenarios available in 2D and 3D versions for the life of the system
- include at least one (1) OC spray canister
- include at least one (1) baton branching
- include at least three (3) laser inserts for SIG 226
- include at least one (1) laser insert for SIG 229
- include at least one (1) laser insert for SIG P220
- include at least two (2) SIG 226 40 drop in recoil conversion kits
- include no less than two (2) additional magazines for SIG 226 recoil conversion kit
- include at least one (1) SIG 229 40 drop in recoil conversion kit
- include at least one (1) extra magazine for SIG 229 recoil conversion kit
- include at least one (1) rifle recoil conversion kit
- include at least one (1) Mossberg 12 gauge shotgun conversion kit
- include at least one (1) refill nozzle for CO2 tank

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- include VVest Force on Force package (2 vests, 2 gun lasers) or equivalent
- have one (1) room laser for VVest control
- have one (1) auxiliary control box WITH light bar
- have one (1) pepper ball laser and adapter
- have one (1) flashlight with filter
- have one (1) 37mm laser insert adapter
- have one (1) 40 mm laser insert adapter
- have one (1) shotgun laser insert adapter (dryfire)
- include one (1) 2-day custom scenario production
- have report generation capabilities with template designer

### Hardware/Weapons shall:

- include all necessary cables and connections (commercially available off the shelf)
- include laser inserts for SIG 226, SIG 229, SIG P220, SIG 516, and Mossberg 12 Gauge Shotgun
- include weapons options for instructor to electronically control the round count and/or induce malfunctions

### Software/Vendor Configuration shall:

- include the conversion of scenarios from RIDOC's existing system to the new simulator unit
- include scenarios that are corrections/detention-based with relevant content
- include the development and configuration of new/additional scenarios at no cost for the life of the system
- simulator shall remain compatible with Microsoft's supported operating system upgrades

### Warranty, Technical Support and Upgrades/Fixes:

- shall include no less than eighteen (18) month warranty and service included in price, with options for additional extended service agreements (provide cost of extended agreements in proposal) for a three year period
- shall include 24 hours a day/7 days per week/365 days per year hot line technical assistance via telephone
- on-line remote maintenance and diagnostic, repair parts and labor covered at 100% and access to loaner system as needed for repairs
- functional fixes to the software shall be provided as they are released at no extra cost. Supporting documentation reflecting modifications shall be supplied, when necessary, at no additional cost
- for as long as RIDOC maintains an active support agreement, updates and enhancements to the software shall be provided automatically at no additional cost Supporting documentation for the upgrades and/or enhancements shall be supplied at no cost
- Software service packs should be available for download from the selected vendor's website. Upgrades should include any new features that are added to the system.



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### **Specific Activities / Tasks:**

#### Installation & Documentation:

- The vendor shall perform installation and start-up services to include setting up the hardware, loading required software on the simulator system, converting existing scenarios from the Department's current system to new system, filming/developing specific scenarios, and pre-loading all available scenarios
- RIDOC shall have full access to the simulator user manuals in hard copy and/or an electronic pdf version
- The selected vendor shall provide documentation for the simulator installation instructions, system administration and maintenance, technical reference and user manuals; and
- The selected vendor shall provide a simple step-by-step user's manual for the end users and administrators during on-site training.

#### Training:

- The selected vendor shall train personnel in the use of all simulator hardware and software
- Initial training shall be conducted on-site at the RIDOC
- Follow up training can be provided on-site or on-line, at the discretion of the RIDOC
- At a minimum, required courses are as follows:
  - System Administrator Training/Master Instructor Certification Training – provide training on-site for up to twelve (12) designated personnel
  - Training shall include simulator system administration tasks, software management functions, maintenance and troubleshooting, debriefing, and computer security
  - Course outlines for proposed training are to be submitted with vendor's proposal
  - Training should include editing and filming own scenarios

**Deliverables:** The timing of the payment or payments will be determined by a deliverables-based contract tied to the project scope of work and budget. Contract will be deliverables-based (not time and materials). Deliverables should include:

1. Hardware (Simulator System/Unit and all necessary equipment, hardware, cables, etc. – all must be commercially available)
2. Software (Licenses and all documentation)
3. Installation, configuration and set-up, including scenarios
4. Training (Completion of all training and receipt of all training documents by RIDOC)
5. Ongoing technical support/maintenance costs (by year)

**Time Line:** Selected vendor must describe in detail a projected timeline for completion of all deliverables (end of timeline must indicate that the simulation system and related equipment is functioning properly).

**RIDOC Responsibilities:** RIDOC will provide current antiquated simulation system; space to set up/work new simulation system; access to DOC areas (see Security Requirements below) for scenario development and filming; and staff to help facilitate a smooth transition from the antiquated simulation system to the new one.

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**Contractor Responsibilities:** Selected vendor must be able to deliver the system within one (1) month of order placement; site visits will be required and all costs and expenses associated with travel must be incorporated in the proposal, to include the number and duration of visits expected; vendor must identify items and/or services that are optional and indicate additional costs;

- Shall have software upgrades included at no charge for the life of the system; and
- Vendor shall include a rebate/trade-in discount for the Department's current antiquated simulation system.

**Security Requirement:** Employees of vendors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

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### **SECTION 4 -- TECHNICAL PROPOSAL**

**Narrative & format:** *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** – Identify staff/employees who would be involved in this project and provide resumes that detail qualifications and experience, including their experience in training in corrections and/or law enforcement.
2. **Capability, Capacity, and Qualifications of the Offeror** – The vendor must provide a detailed description of the company's experience with similar projects. The vendor shall provide a list of corrections and/or law enforcement agencies that are using the simulator system proposed, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. References are required.
3. **Work Plan** – Describe in detail what activities will be completed and identify the responsible people for said activities. Identify all tasks needed to complete the project, and indicate which items shall be completed on-site versus those performed off-site. Provide a detailed timeline for the tasks identified. The work plan should address all of the technical specifications and functional requirements outlined in this solicitation.
4. **Approach/Methodology** – Define the methodology and procedures to be used for this project, and include the goals, measurable objectives, specific activities and services that will be provided.

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### **SECTION 5 -- COST PROPOSAL**

**Detailed Budget and Budget Narrative:** Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

#### **COST PROPOSAL SUMMARY**

Offeror:	
Address:	
Taxpayer ID#	
Authorized Agent	
Title	
Telephone & Fax #	
E-mail	

#### **Cost Proposal:**

##### **Please specify in detail:**

- Personnel assigned under the contract and number of hours per week offered under the contract.
- Detailed hourly rate for all personnel identified.
- Other costs incorporated into the contract.

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### **SECTION 6 -- EVALUATION AND SELECTION**

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The RIDOC reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications (Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field).	15 Points
Capability, Capacity, and Qualifications of the Offeror (Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided).	25 Points
Quality of the Work plan (Describe in detail, the framework within which requested services will be performed).	15 Points
Suitability of Approach/Methodology (Define the methodology and procedures to be used).	15 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

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Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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### **SECTION 7 -- PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550369** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7550369 Firearms/Use of Force Simulator System**” to:

**RI Dept. of Administration**  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

**NOTE:** Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.

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4. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format*** (**CDRom, diskette, or flash drive**). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".



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### **SECTION 8 - CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions Purchases / General Terms and Conditions can be found at the following URL:  
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>